

Spec. Code: 3401
Occ. Area: 03
Work Area: 172
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/07/97

SUPERINTENDENT OF OPERATIONS

Function of Job

Under administrative supervision from a designated administrator, to be responsible for grounds maintenance, truck and car operation, garage operation, building operation, police and security guard service, and for related work involved.

Characteristic Duties and Responsibilities

1. establishes standards of operation and those for training of personnel
2. establishes working schedules and is responsible for direction of work to meet the established standards
3. is responsible for materials, supplies, tools, and mechanical equipment
4. is responsible for the operation of nursery and greenhouses
5. develops long-term planting and grounds improvement programs
6. is responsible for physical arrangements in buildings and on grounds for extracurricular performances (such as concerts, lectures, or athletic events)
7. is responsible for traffic and parking in connection with functions at the institution
8. develops budgets for programs and is responsible for the expenditure of funds for operation and maintenance of services assigned
9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. graduation from a university or technical school
2. five years of responsible experience in the management and maintenance of grounds and properties, two of which were in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative ability
2. supervisory ability